



## **Request for City Council Committee Action from the Department of Public Works**

**Date:** November 7, 2013

**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** Honorable Betsy Hodges, Chair Ways and Means/Budget Committee

**Subject:** **2014 to 2017 Public Works Consulting Pool**

### **Recommendation:**

Authorize the proper City officials to execute of a master service agreement with each of the 32 successful firms for the Public Works Consulting Pool. The length of this agreement will be three years from February 15, 2014 to February 14, 2017, and be limited to a maximum of \$2,500,000. The maximum fee per scope of services (project) will be \$500,000.

### **Previous Directives:**

- August 16, 2013 - Authorized the proper City Officials to issue a Request for Proposals to solicit proposals from engineering consulting firms. Further recommend that proper City officers evaluate the proposal and recommend candidates.
- September 15, 2000 - Approved establishment of a Consulting Pool.

### **Department Information:**

Prepared by: Robert Carlson, P.E., Principal Professional Engineer 673-3614

Approved by: \_\_\_\_\_

Steven A. Kotke, P.E., Director of Public Works

Presenters in Committee: Robert Carlson

### **Reviews**

- Permanent Review Committee (PRC): Approval \_\_\_\_ Date \_Sept. 3, 2013\_\_\_\_
- Civil Rights Approval\* Approval \_\_\_\_ Date \_Sept. 3, 2013\_\_\_\_

\* Part of the PRC review/approval and input into the RFP

## **Financial Impact**

- No financial impact

## **Supporting Information**

### Background

In 2000, the City Council authorized creation of a Public Works Consulting Pool to meet the established City Goals of providing high quality services and improving efficiency. This has been accomplished and benefits the Department in the following ways:

1. The timeline for hiring a consultant has been cut from approximately sixteen weeks to about one week.
2. Management best practices suggest that the workforce be adequate to cope with reasonable workload levels, and the peaks can be accommodated by using outside resources.
3. The Consulting Pool will assist Public Works during staff shortages.
4. If work volume increases, the Consulting Pool has the potential to make in-house staff available for other activities.
5. The consulting pool flattens peak workloads or seasonal demands, enhances staff flexibility, and helps maintain project schedules and/or expedite work programs.
6. Public Works engineers will be monitoring consultant work, resulting in more well-rounded engineers.
7. The Consulting Pool program will provide opportunities for interaction with outside professionals for the city's engineers to enhance their skills.
8. The Consulting Pool will provide the City with a mechanism for "on-call staffing", a quick response to unforeseen needs and emergencies.

### Current RFP

Because the City's experience has been very positive the Public Works Department would like to establish a new Consulting Pool consisting of both General and Specialty Consultants.

The Request for Proposals (RFP) was posted on the City's website September 3<sup>rd</sup>. Shortly thereafter the City requested that the organization of American Consulting Engineering Companies of Minnesota notify their members of the RFP posting. Further, working with Kristin White from the Minneapolis Dept. of Civil Rights, 42 emails were sent to Minority Owned Business or Women Owned Business in the engineering field, notifying them of the RFP and requesting proposals. 8 proposals from this list were received and two consultants are recommended for contracts.

A total of 55 proposals were received compared to 60 proposals to the previous Consulting Pool RFP.

### Recommendation

The RFP solicited proposals in 14 Areas of Expertise. A consulting firm could prepare a proposal for one or as many Areas of Expertise for which they were qualified. A team of Public Works reviewers read and evaluated each proposals for their Area of Expertise Each Area of Expertise. Once the individual team members evaluated the proposals, the team then met and ranked the proposals. The 14 team leaders for each Area of Expertise then met, evaluated the proposals as group and recommended the consultants which are listed below.

The evaluation criteria for each proposal are:

1. RFP Understanding/Approach – Understanding, clarity, innovativeness, conciseness, organization and overall responsiveness to the RFP.
2. Firm Experience – The qualifications and expertise of the firm and key project personnel in performing the services required for proposed projects.
3. Project Personnel – The assignment of qualified and experienced staff responsible for projects that have proven ability to work together as a team on similar projects.
4. Firm Resources – The firm’s resources such as number of employees, the retaining of recognized experts or specialty certified key project personnel and the ability to respond on short notice.
5. Firm History/Track Record – Familiarity and ability to work with the City, Hennepin County, Minnesota Department of Transportation, Department of Natural Resources, Minnesota Pollution Control Agency, Metropolitan Council and other applicable governmental and regulatory agencies.
6. Firm References – The professional and ethical reputation of the firm and staff.
7. Cost to Value – Selection was based solely on firms’ qualification, as listed above, unless the fee structure becomes a significant determinant separating firms who are otherwise similarly qualified.

Based on the previously described reviewing and ranking process, the Public Works Department recommends the following 32 firms to form the 2013 to 2017 Public Works Consulting Pool:

## 2013 Consultant Pool RFP Submittals Approved

<b>GENERAL POOL</b>
<b>Barr Engineering Co.</b>
<b>Kimley-Horn and Associates, Inc.</b>
<b>SEH</b>
<b>SRF</b>

<b>SPECIALTY POOL</b>
<b>AECOM</b>
<b>Alliant Engineering</b>
<b>American Engineering Testing, Inc.</b>
<b>Arcadis</b>
<b>Bolton &amp; Menk, Inc.</b>
<b>Braun Intertec</b>
<b>Brown &amp; Caldwell</b>
<b>Burns &amp; McDonnell</b>
<b>CDM Smith</b>
<b>CH2MHill</b>
<b>CNA Consulting Engineers</b>
<b>Community Design Group</b>
<b>The Consulting Engineers Group, Inc.</b>
<b>Foth</b>
<b>HDR</b>

<b>HNTB</b>
<b>Houston Engineering, Inc.</b>
<b>HR Green, Inc.</b>
<b>Northern Technologies, Inc</b>
<b>Olson &amp; Nesvold Engineers, P.S.C.</b>
<b>Paulson &amp; Clark Engineering, Inc.</b>
<b>Pro Source Technologies</b>
<b>Stantec</b>
<b>Terracon</b>
<b>Ulteig</b>
<b>URS</b>
<b>Walker Parking Consultants</b>
<b>WSB</b>